

**UNITED STATES DEPARTMENT OF AGRICULTURE**

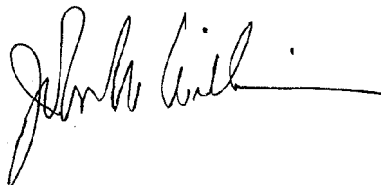
Farm Service Agency  
Washington, DC 20250

**Notice FI-2519**

**For:** State and County Offices

**Transmitting Financial Data at the End of Each Quarter**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A**

**Background**

In the past, FSA/CCC financial statements have been prepared after September 30, the last day of the fiscal year. FSA/CCC is now required to prepare financial statements on a quarterly basis. The financial statements will be prepared as of the following date each year:

- December 31
- March 31
- June 30
- September 30.

The first quarterly financial statement will be prepared as of the end of the second quarter of FY 2002 and each quarter beginning in FY 2003. It will cover business transactions from October 1, 2001, through March 31, 2002. To ensure that all the financial data have been received by KCFO, State and County Offices **must** record and transmit all data on the last workday of the quarter, March 29, 2002.

**B**

**Purpose**

This notice provides instructions to ensure that all quarter end transactions have been recorded, and corrected, if applicable, for transmission to KC-ITSTO.

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Disposal Date	Distribution
July 1, 2002	State Offices; State Offices relay to County Offices

## Notice FI-2519

### 1 Overview (Continued)

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#### C

##### Contact

If there are questions about this notice:

- County Offices shall contact the State Office
  - State Offices shall contact Lenior Simmons, FMD at 703-305-1313.
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### 2 County Office Action

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#### A

##### Action Items

County Offices shall ensure that the following are completed by March 29, 2002, the last workday of the quarter:

- all payments, collections, receivables, and claims transactions are properly recorded in the S36/AS400, according to the applicable handbook
  - CCC-184's dated before March 31, 2002, are printed
  - all electronic funds transfer payments that are to be dated before March 31, 2002, are transmitted
  - collections received for deposit are recorded
  - all pending CCC-257's are in balance
  - accounting-related data files and the administrative expense data files are queued for transmission on March 29, 2002, using the "Queue All Daily Transmissions" option
  - run the end-of-day process to invoke the nighttime transmission of queued files.
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## Notice FI-2519

### 2 County Office Action (Continued)

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#### B

#### Transmitting Files

County Offices shall queue and transmit files to KC-ITSTO on March 29, 2002.

Step	Action
1	On Application Selection Menu FAX07001: <ul style="list-style-type: none"><li>ENTER "7", "Queue Files for Transmission"</li><li>PRESS "Enter".</li></ul>
2	<p>On Menu FMA901, ENTER "1", "Queue All Daily Transmission Files", and PRESS "Enter" to queue accounting-related files. If during the queuing process:</p> <ul style="list-style-type: none"><li>the system message "SYS MSG-3725" is displayed, a price support or a price support/accounting out-of-balance condition has occurred</li></ul> <p><b>Note:</b> Correct according to 14-PS.</p> <ul style="list-style-type: none"><li>Accounting Control Screen AEK00060 is displayed, CCC-257 has not been prepared or is out-of-balance.</li></ul> <p><b>Notes:</b> Correct according to 3-FI.</p> <p>The error conditions must be corrected before transmitting data. Rerun the queue process after corrections have been made.</p> <p><b>Reminder:</b> The "Queue All Daily Transmission Files" option does not queue the direct deposit file. Refer to 1-FI.</p>
3	On March 29, 2002, run the end-of-day process to transmit queued files by telecommunications to KC-ITSTO.
4	Check the exception list to verify that all files were transmitted successfully. If the transmission was not successful, go to step 5.
5	If the transmission is <b>not</b> successful, ENTER "8", "Transmit Daytime Files", on Menu FCA923, to retransmit files to KC-ITSTO. If daytime transmission fails, contact the FSA National Help Desk at 816-926-1552 or 800-255-2434 for assistance. On the FSA Voice Mail option's menu, ENTER "3", "Software", then ENTER "2", "Accounting, Debt Management, Farm Loan, Price Support, Conservation, or CRP".

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### 3 State Office Action

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#### A

#### Transmitting Files

State Offices shall queue and transmit files to KC-ITSTO on March 29, 2002, according to the following table.

Step	Action
1	On Application Selection Menu FAF07001: <ul style="list-style-type: none"><li>• ENTER "7", "Queue Files for Transmission"</li><li>• PRESS "Enter".</li></ul>
2	On Communications/Transmission Menu FMF900: <ul style="list-style-type: none"><li>• ENTER "1", "To KC-ITSTO"</li><li>• PRESS "Enter".</li></ul>
3	On Queue Files for Transmission to KC-ITSTO Menu FMF901: <ul style="list-style-type: none"><li>• ENTER "1", "Queue All Daily Transmission Files"</li><li>• PRESS "Enter".</li></ul> <p><b>Reminder:</b> Option 1 does not queue the direct deposit file. Refer to 1-FI.</p>
4	On March 29, 2002, run the end-of-day process to transmit queued files by telecommunications to KC-ITSTO. <p><b>Note:</b> Do <b>not</b> select the diskette option.</p>
5	Check the exception list to verify that all files were transmitted successfully. If the transmission was not successful, go to step 6.
6	If the transmission was <b>not</b> successful, ENTER "8", "Transmit Daytime Files", on Menu FCA923, to retransmit files to KC-ITSTO. If the retransmission fails, contact the FSA National Help Desk at 816-926-1552 or 800-255-2434 for assistance. On the FSA Voice Mail option's menu, ENTER "3", "Software", then ENTER "2", "Accounting, Debt Management, Farm Loan, Price Support, Conservation, or CRP".

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### 4 KC-ITSTO Action

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#### A

##### **Monitoring Transmissions**

KC-ITSTO shall monitor file transmissions to ensure that the following are completed:

- County Office data transmissions are received and help is provided to those County Offices experiencing difficulties in transmitting data
  - State Office data transmissions are received and help is provided to those State Offices experiencing difficulties in transmitting data
  - diskettes are received from State and County Offices not able to transmit on March 29, 2002.
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#### B

##### **List of Missing County Office Transmissions**

KC-ITSTO shall provide a list of missing County Office transmissions for follow up to the Cash Management Branch, Financial Operations Division during the week of April 1, 2002.

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